

CHECKLIST TO DESIGNATE AREAS OF EVALUATION FOR REQUESTS FOR PROPOSAL (RFP)

MDOT PROJECT MANAGER			JOB NUMBER (JN)	CONTROL SECTION (CS)
DESCRIPTION IF NO JN/CS				
MDOT PROJECT MANAGER: Check all items to be included in RFP. WHITE = REQUIRED GRAY SHADING = OPTIONAL Check the appropriate Tier in the box below			CONSULTANT: Provide only checked items below in proposal.	
TIER I (\$25,000-\$99,999)	TIER II (\$100,000-\$250,000)	TIER III (>\$250,000)		
			Understanding of Service	
			<i>Innovations</i>	
			<i>Safety Program</i>	
N/A			Organization Chart	
			Qualifications of Team	
			Past Performance	
Not required as part of official RFP	Not required as part of official RFP		Quality Assurance/Quality Control	
			Location. The percentage of work performed in Michigan will be used on all contracts unless the contract is for on-site inspection, then location should be scored for the on-site inspection.	
N/A	N/A		Presentation	
N/A	N/A		Technical Proposal (if Presentation is required)	
3 pages including cover sheet (No Resumes)	7 pages	19 pages	Total maximum pages for RFP not including key personnel resumes	

REQUEST FOR PROPOSAL

The Michigan Department of Transportation (MDOT) is seeking professional services for the project contained in the attached scope of services.

If your firm is interested in providing services, please indicate your interest by submitting a Proposal, Proposal/Bid Sheet or Bid Sheet as indicated below. The documents must be submitted in accordance with the latest "Consultant/Vendor Selection Guidelines for Service Contracts" and "Guideline for Completing a Low Bid Sheet(s)", if a low bid is involved as part of the selection process. **Referenced Guidelines are available on MDOT's website under Doing Business > Requests for Proposals.**

RFP SPECIFIC INFORMATION

BUREAU OF HIGHWAYS

BUREAU OF TRANSPORTATION PLANNING **

OTHER

THE SERVICE WAS POSTED ON THE ANTICIPATED QUARTERLY REQUESTS FOR PROPOSALS

NO

YES

DATED _____ THROUGH _____

Prequalified Services – See page ____ of the attached Scope of Services for required Prequalification Classifications.

Non-Prequalified Services - If selected, the vendor must make sure that current financial information, including labor rates, overhead computations, and financial statements, if overhead is not audited, is on file with MDOT's Office of Commission Audits. This information must be on file for the prime vendor and all sub vendors so that the contract will not be delayed.

Qualifications Based Selection – Use Consultant/Vendor Selection Guidelines

For all Qualifications Based Selections, the selection team will review the information submitted and will select the firm considered most qualified to perform the services based on the proposals. The selected vendor will be contacted to confirm capacity. Upon confirmation, that firm will be asked to prepare a priced proposal. Negotiations will be conducted with the firm selected.

**** For RFP's that originate in Bureau of Transportation Planning only**, a price proposal must be submitted at the same time as, but separate from, the proposal. Submit directly to the Contract Administrator/Selection Specialist, Bureau of Transportation Planning (**see address list, page 2**). The price proposal must be submitted in a sealed manila envelope, clearly marked in large red letters **"PRICE PROPOSAL – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. The price proposal will only be opened for the highest scoring proposal. Unopened price proposals will be returned to the unselected vendor(s). Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

For a cost plus fixed fee contract, the selected vendor must have a cost accounting system to support a cost plus fixed fee contract. This type of system has a job-order cost accounting system for the recording and accumulation of costs incurred under its contracts. Each project is assigned a job number so that costs may be segregated and accumulated in the vendor's job-order accounting system.

Qualifications Review / Low Bid - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions for additional information.

For Qualification Review/Low Bid selections, the selection team will review the proposals submitted and post the date of the bid opening on the MDOT website. The notification will be posted at least two business days prior to the bid opening. Only bids from vendors that meet proposal requirements will be opened. The vendor with the lowest bid will be selected. The selected vendor may be contacted to confirm capacity.

Best Value - Use Consultant/Vendor Selection Guidelines. See Bid Sheet Instructions below for additional information. The bid amount is a component of the total proposal score, not the determining factor of the selection.

Low Bid (no qualifications review required - no proposal required.) See Bid Sheet Instructions below for additional instructions.

BID SHEET INSTRUCTIONS

A bid sheet(s) must be submitted in accordance with the "Guideline for Completing a Low Bid Sheet(s)" (available on MDOT's website). The Bid Sheet is located at the end of the Scope of Services. Submit bid sheet(s) separate from the proposal, to the address indicated below. The bid sheet(s) must be submitted in a sealed manila envelope, clearly marked in large red letters **"SEALED BID – TO BE OPENED ONLY BY SELECTION SPECIALIST."** The vendor's name and return address **MUST** be on the front of the envelope. Failure to comply with this procedure may result in your bid being opened erroneously by the mail room.

PROPOSAL SUBMITTAL INFORMATION

REQUIRED NUMBER OF COPIES FOR PROJECT MANAGER	PROPOSAL DUE DATE	TIME DUE
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PROPOSAL AND BID SHEET MAILING ADDRESSES

Mail the multiple proposal bundle to the MDOT Project Manager or Other indicated below.

MDOT Project Manager

MDOT Other

Mail one additional stapled copy of the proposal to the Lansing Office indicated below.

Lansing Regular Mail	OR	Lansing Overnight Mail
Secretary, Contract Services Div - B225 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Secretary, Contract Services Div - B225 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933
Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation PO Box 30050 Lansing, MI 48909		Contract Administrator/Selection Specialist Bureau of Transportation Planning B340 Michigan Department of Transportation 425 W. Ottawa Lansing, MI 48933

GENERAL INFORMATION

Any questions relative to the scope of services must be submitted by e-mail to the MDOT Project Manager. Questions must be received by the Project Manager at least four (4) working days prior to the due date and time specified above. All questions and answers will be placed on the MDOT website as soon as possible after receipt of the questions, and at least three (3) days prior to the RFP due date deadline. The names of vendors submitting questions will not be disclosed.

MDOT is an equal opportunity employer and MDOT DBE firms are encouraged to apply. The participating DBE firm, as currently certified by MDOT's Office of Equal Opportunity, shall be listed in the Proposal

MDOT FORMS REQUIRED AS PART OF PROPOSAL SUBMISSION

5100D – Request for Proposal Cover Sheet

5100G – Certification of Availability of Key Personnel

(These forms are not included in the proposal maximum page count.)

Michigan Department of Transportation

**SCOPE OF SERVICE
FOR
TRAFFIC & SAFETY SERVICES**

CONTROL SECTION: 84915

JOB NUMBER: 89086

LOCATION(S): Various Locations in the Southwest Region

WORK DESCRIPTION: Develop project listings for the Southwest Region 2009-2011 Safety Programs, including initial project identification, draft Time of Return (TOR) analysis, conceptual plan development and formal TOR analysis.

MDOT Project Manager: Dave VanStensel, PE
Southwest Region Office
1501 East Kilgore
Kalamazoo Michigan 49001
269-337-3967

PRIMARY PREQUALIFICATION CLASSIFICATION:

- Traffic Operations Studies
- Safety Studies

The Consultant shall contact the Project Manager (PM) prior to beginning any work on this Project.

DBE Participation: N/A

GENERAL:

The Consultant shall furnish all services and labor necessary to conduct and complete the Traffic and Safety Engineering Services described herein. The Consultant shall also furnish materials, equipment, supplies, and incidentals necessary to perform the Services (other than those designated in writing to be furnished by the Department), and check and/or test the materials, equipment, supplies, and incidentals as necessary in carrying out this work. The Services shall be performed to the satisfaction of the Department consistent with applicable professional standards.

- A. The Consultant's principal contact with the Department shall be through the designated Project Manager.

- B. The Services described herein are financed with public funds. The Consultant shall comply with applicable Federal and State laws, rules and regulations. The Consultant shall perform field operations in accordance with MIOSHA regulations and accepted safety practices. The Consultant shall wear personal safety equipment in accordance with MDOT policy while on the project.
- C. The Consultant agrees to demonstrate knowledge of, and performance in compliance with the standard traffic and safety engineering practices of the Department; the Michigan Manual of Uniform Traffic Control Devices; the Michigan Design Guide; and all other references, guidelines and procedures manuals needed to carry out the work described herein in an appropriate manner.
- D. The Consultant shall notify the Project Manager, in writing, prior to any personnel changes from those specified in the Consultant's original approved proposal. Any personnel substitutions are subject to review and approval of the Project Manager.

GENERAL DESCRIPTION OF SERVICE:

The Consultant shall, to the satisfaction of the Department, review crash data for the nine counties in the Southwest Region, develop conceptual projects with countermeasures that relate to the crash data, develop project costs and Time of Return. Based on preliminary results, Consultant shall develop formal project concepts and descriptions.

CONSULTANT RESPONSIBILITIES:

The Consultant shall:

1. **Review the High-Crash List:** Provide a competent Engineer to review, with a representative from the Regions three TSC's (Coloma, Kalamazoo, Marshall), the high-crash list developed by the Department. Based on this review, a preliminary list of locations for further study will be identified.
2. **Identification of Other Sites:** The Consultant shall identify other locations not listed on the high-crash list which have potential for safety project improvements. The Project Manager will direct the Consultant as to which areas need to be reviewed. These areas will correlate to the upcoming 5-year Call for Projects and the work will become part of the final plans. Other locations will be given as well at the direction of the Project Manager.
3. **Preliminary Investigation:** Based on the results of step 1 and 2, the Consultant shall perform a preliminary evaluation of the selected sites. This evaluation will be used to scope the remainder of the project, and will include an estimation of the project limits, a list of preliminary safety concerns, a list of the data needed for further analysis and preliminary thoughts as to the potential countermeasures.

All of the UD-10's for a minimum of a three year period will be reviewed at the subject location and a detailed collision diagram shall be produced at all subject locations. Access to prior year's evaluations will be given to the consultant as well as access to an MDOT database to conduct the required research. The consultant will also be required to travel to each subject location to do a field review and take pictures of each intersection. Traffic shall be observed and any items that may be of concern shall be documented. Comments shall be specific and relevant to the intersection under review. The first investigation will require approval of the Project Manager for content and format and will be used as a template to complete further investigations.

4. **Preliminary Project and TOR:** The Consultant shall analyze crash data, history profiles and current road / roadside features to develop a preliminary project, cost / benefit analysis and Time of Return (TOR) analysis.
5. **Review Preliminary Project and TOR:** The Consultant shall review preliminary results and TOR analysis to identify a list of sites to develop a more formal layout and analysis based on project costs and TOR within seven years.
6. **Final Project Concept and TOR:** The Consultant shall develop formal project concepts and descriptions. This will include an up-to-date cost estimate and a draft scheme showing existing and proposed changes. The Consultant shall also develop a Scope of Services for each of the final project sites. The final project concept and TOR plans shall be submitted to the MDOT PM no later than Friday, July 20, 2007. TOR plans are required to be, at minimum, 40% base plan quality.

MDOT RESPONSIBILITIES:

- A. The PM will furnish to the Consultant for review, for this project only, the MDOT prepared high-crash list. Please note that upon completion of this project all copies of this list in the possession of the Consultant shall be destroyed.
- B. The PM will allow the consultant access to the MDOT database that contains the UD-10's and As-Built plans, where available; will be provided for the selected sites.
- C. The PM will furnish MDOT TOR calculation spreadsheets for use by the Consultant.

PAYMENT SCHEDULE

Compensation for this Scope of Services shall be on an actual cost plus fixed fee basis.

CONSULTANT PAYMENT:

Payment to the Consultant for services rendered shall not exceed the "Cost Plus Fixed Fee Not to Exceed Maximum Amount." All invoices/bills must be submitted within 14 calendar days of the last date of services being performed for that invoice.

All invoices/bills for services must be directed to the Department and follow the 'then current' guidelines. The latest copy of the "Professional Engineering Service Reimbursement Guidelines for Bureau of Highways" is available on MDOT's Bulletin Board System. This document contains instructions and forms that must be followed and used for invoicing/billing; payment may be delayed or decreased if the instructions are not followed.

Reimbursement for services shall be limited to the hours spent on this project. Should the Project Manager approve overtime for the inspection services, overtime hours will be limited to time spent on this project in excess of forty hours per week. Any variations to this rule should be included in the price proposal submitted by the Consultant and must have prior approval by the MDOT Project Manager. Generally, overtime will not be approved. It is expected that the inspector will adjust his/her hours such that the 40 hours a week will not be exceeded.

Direct expenses will not be paid in excess of that allowed by the Department for its own employees. Supporting documentation must be submitted, with the invoice/bill, for all billable expenses on the Project. Hours spent in administrative, clerical, or accounting roles for billing and support, are not considered allowable hours; there will be no reimbursement for these hours. Overnight lodging will not be a reimbursable cost.

The fixed fee allowed for this project is 11.0%.